

## Human Resource Assistant at Nuclear Power Agency

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### Job Description

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The Nuclear Power and Energy Agency, formerly Kenya Nuclear Electricity Board (KNEB), is a State Corporation established under the Energy Act . It is charged with the responsibility of promoting and implementing Kenya's Nuclear Power Programme, carrying out research and development for the energy sector.

**Job Ref No. NuPEA /HRA/01/06/**

### Responsibilities

Reporting to the Human Resource Officer, the job holder will be responsible for providing administrative support for the Human Resource Department including filing, training and development and performance management by:

Assisting in maintenance of accurate and up-to-date human resource files, records, and documentation;

Providing clerical and administrative support to Human Resources department;

Assisting in recruitment process including placement of job adverts, new hire induction, orientation and on-boarding processes;

Assisting in conducting employment background checks and screening for prospective employees;

Assisting in time and attendance management;

Assisting in ensuring that Human Resource operations are in compliance with the laws and Government regulations and keeping abreast of the changing emerging trends;

Assisting in payroll preparation by providing relevant data;

Assisting in the maintenance of payroll records;

Assisting in the compilation of annual leave plans and administration of all kinds of leave in accordance with Human Resource Policy;

Assisting in collating and analyzing training applications; and

Assisting in ensuring the department complies with ISO standards and procedures;

## **Requirements**

### **Academic and Professional Qualifications**

Diploma in Human Resource Management or relevant field from a recognized institution.

### **Knowledge Skills and Competencies**

Shown merit and ability as reflected in work performance and results;

Be detail oriented, have ability to meet deadlines, while delivering on high quality results;

Proficiency in computer applications; and

Meet the provisions of Chapter Six of the Constitution of Kenya.

### **Terms of Service**

The appointment will be on temporary terms of service for a period of one year

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